BRIDGE

Facilitating Collaboration, Coordinated Support, and Systems Learning

Creating Simple Bylaws for Your SEPAG

New parent leaders may consider developing simple bylaws early on to provide a basic framework for how your SEPAG will operate. While it can be easy to overcomplicate the process, bylaws do not need to be lengthy or overly formal to be useful. They should reflect how your SEPAG currently operates while allowing room for the group to grow and evolve. A few clear guidelines can help create consistency and give your group something to reference when questions or new situations arise.

Why are Bylaws Helpful?

Clarify roles and responsibilities — Who does what?
Guide decision-making — How will your group make decisions?
Set expectations for participation — Who can participate and in what ways?
Establish procedures — How will meetings, voting, elections, and other SEPAG business be handled?
Encourage accountability — Everyone has the same established guidelines to reference.
Support sustainability — Future leaders have a framework to follow rather than starting over.

Remember: Bylaws are a living document.
➔ They can be reviewed, updated, and amended as your SEPAG grows and its needs change. Start with what your SEPAG needs now and build from there.

What Could Your First Bylaws Include?

Name of the Organization
What is your SEPAG called?

Purpose/Mission
What is the purpose of your group and what does it hope to accomplish?

Membership
Who can participate or be considered a member?

Leadership Roles
What positions will your SEPAG have? What are the responsibilities of each?

Elections
How will leaders or officers be selected?

Voting & Procedures
How will decisions be made? What participation is needed to conduct SEPAG business?

Meetings
How often will your group meet? What basic procedures will guide meetings?

Amendments to Bylaws
How can your bylaws be changed or updated as your group evolves?



For more details, reference the larger guide developed by the NJ Department of Education: go.rutgers.edu/njdoeguidance

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